

University Student Union Capitalization Policy

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1. The University Student Union Director is accountable for all Student Union property.
2. University Student Union property with a purchase price of over \$5,000.00 per item will be assigned a property control number by the Office Administrator.
3. Property will be inventoried by the Office Administrator one time each fiscal year.
4. Property which cannot be located or accounted for will be reported to the University Department of Public Safety.
5. Documented adjustments to property records will be forwarded to the Auxiliary Business Services Office.

